



Office of the Wing Inspector General

**HEADQUARTERS CONNECTICUT WING
CIVIL AIR PATROL**

P.O. Box 1233
Middletown, CT 06457



United States Air Force Auxiliary

3 March 2014

MEMORANDUM FOR RECORD

TO: Connecticut Wing Inspector General Staff

SUBJECT: Complaint processing document checklist

1. The following checklist will be used when handling all complaints to ensure that required documents are being completed and all case files are uploaded in to the Electronic Case Information Management (ECIM) database.

Case File	Yes	No	N/A
Does each case contain the original complaint (i.e. CAPF 30 but not a requirement)?			
Was the complaint acknowledgement sent?			
Does the file contain a written complaint analysis? In case note or as attachment?			
If an investigation, was the IO qualified?			
If an investigation, was there a proper Appointment Letter?			
If an investigation, was there a signed statement by the Legal Officer?			
Did the file contain a closure letter?			
If an investigation, was there a report of investigation?			

2. Reference for this requirement is CAPR 123-2, paragraph 8. It is strongly recommended that you review these requirements and become well versed in them.

3. Point of contact is the undersigned at Robroy58@cox.net or 860-798-4688.

//SIGNED//
ROBERT F. ROY
Major, CAP
Inspector General